



# CITY OF SAN ANTONIO

## DEPARTMENT OF DEVELOPMENT SERVICES

TO: Participating Electrical Contractors

SUBJECT: **INFORMATION BULLETIN 104a**  
Temporary on Permanent Set (TOPS)  
Electrical Permit (**New Construction**)  
(Residential and Commercial)

DATE: January 5, 2006

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The Development Services Department (DSD) requires that each building or structure have all permits finalized prior to giving a final approval to the utility company (CPS Energy) authorizing them to energize the electrical service.

As a customer service initiative, the approval/authorization to CPS can be given at an earlier stage provided the following requirements have been met:

- A licensed and bonded electrical contractor registered with the City of San Antonio shall obtain a TOPS permit and requests that it be attached in the City computer system to the main building permit for the address. (TOPS permit is in addition to the main electrical permit)
- The electrical service must be complete along with all grounding requirements, and the electrical conductors originating from the service equipment must be terminated in an approved electrical manner.
- The building permit on new residential construction shall have an approved foundation and complete frame inspection. The building permit on new commercial construction shall have a complete foundation and at minimum a partial frame inspection.
- On new residential construction all trade permits must have approved rough-ins and a complete plumbing top out. On new commercial construction all trade permits must have a minimum of a partial rough in including a partial plumbing top out.
- The plumbing sewer permit shall have an approved final inspection on both commercial and residential.

The TOPS permit is intended to allow the building or structure to receive its electrical service at a stage prior to having all final inspections completed. This would enable electrical equipment to be checked properly and also allow climate control of the interior for completion of building finishes.

The allowance of the TOPS permit and its release in no way should be used to allow home/business owners to occupy the building or structure. The building or structure must meet all the necessary requirements of all trades prior to allowing it to be occupied.

Should you have any questions on this process, please contact the Chief Electrical Inspector at (210) 207-8286 or the Development Services Managers at (210) 207-0148 or (210) 207-0159.